

NOTE: Applications received under this vacancy announcement will be rated using Merit Staffing Procedures.

TITLE, SERIES, GRADE: Budget Analyst
GS-560-7/9/11

SALARY RANGE: GS-7: \$34,348.00-\$44,652.00 per year*
GS-9: \$42,015.00-\$54,621.00 per year*
GS-11: \$50,836.00-\$66,085.00 per year*

***NOTE:** Salary ranges contain multiple steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.

TYPE OF APPOINTMENT: Permanent/Full Time

PROMOTION POTENTIAL (IF ANY) TO: GS-11

VACANCY ANNOUNCEMENT NUMBER: 04-EDCA-14 (MS)

AREA OF CONSIDERATION: Government-wide. Current and former permanent competitive service employees in the Federal government, including well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area of Sacramento, CA. Persons eligible for non-competitive appointment under a special hiring authority (See "Other Information" section of this announcement) may apply. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply.

OPENING DATE: 10/25/04

CLOSING DATE: 11/5/04

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Sacramento, CA

NUMBER OF VACANCIES: One

POINT OF CONTACT: Martha Bryant

CONTACT PHONE: 916-554-2749

TDD: None

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100
Sacramento, CA 95814

NOTE: Applications will not be accepted via fax, e-mail, or internet.

Satisfactory completion of a one year probationary period may/may not be required.

Full performance level is a Budget Analyst, GS-560-11. Any promotion is dependent upon performance at an acceptable level of competence.

DUTIES: Incumbent performs a wide range of administrative and analytical duties in one or more assigned phases of the budget for the District, i.e., budget formulation, presentation, and execution. Analytical duties involve annual United States Attorney's Office budgets, and may involve both short and long-range District fiscal needs to support plans, programs and litigative activities. Provides advice and recommendations to District management on relative costs and benefits of alternative methods of financing program and administrative operations; and implementing legal and regulatory controls over allotments, obligations, and expenditure of funds in approved budgets. Provides assistance in managing other financial activities (third party payment, obligation processes, and office travel programs), that affect the accuracy of budget estimates and reporting. Prepares and evaluates budget justifications. Prepares statistical and narrative justifications for allocation level recommendations, and deviation from initial office submissions. Participates in the execution of the annual budget for the District. Monitors the use and rate of expenditure of budgeted funds through continuing dialogue with program officials and their staff, review of written documents, and examination of accounting records. Maintains control of administrative and litigative funds to assure that issuances are not in excess of approved appropriation levels. Monitors full time permanent/full time equivalent (FTP/FTE) staffing limits and other object classes to detect surplus and deficit conditions. Provides evaluation of funds availability for reallocation to meet unforeseen circumstances. Assists in maintaining an accounting system within delegated limits. Assists in overseeing day to day litigative and non-litigative obligations, the payment of drafts and analysis of expenditures. Plans and coordinates the administration and management of all inter-District and intra-District travel for all District employees. Manages District travel accounts with an internal ledger and reconciles District records of expenditures with official Department listings. Assigns Document Control Numbers and obligates approved travel in FMIS. Develops and implements more effective and efficient methods of managing Department travel allowances. Advises the

Administrative Officer on developing and assists in implementing internal fiscal controls.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Administrative and Management Positions issued by the Office of Personnel Management.

To be found qualified at the GS-7 level, applicants must have at least one year of specialized experience comparable in difficulty and responsibility to that of GS-5 level work in the federal service. Specialized experience must demonstrate that the applicant has acquired knowledge of the basic principles, practices, and methods of a specific functional area(s) of a financial program, sufficient to prepare documents and perform basic duties related to budget processes. Examples of experience would include obtaining, compiling, and summarizing quantitative data, verifying costs of line items in the budget and entering costs in standard forms and schedules, and/or extracting financial data from computer printouts, records, and reports.

To be found qualified at the GS-9 level, applicants must have one year of specialized experience, equivalent to at least the GS-7 level. Specialized experience must reflect accomplishment of more difficult work in various phases of budgeting and finance. Experience must demonstrate independent work and knowledge of and ability to apply commonly used budget and/or finance practices, procedures, regulations, policies and guides, in order to relate needs of organization to anticipated dollar figures in the budget.

To be found qualified at the GS-11 level, applicants must have one year of specialized experience equivalent to at least the GS-9 level. Specialized experience would include knowledge of the principles and procedures of cost analysis, funds control, fiscal and forecasting as well as a knowledge and understanding of microcomputer applications and system development for the purpose of developing multi-year budget operating plans and forecasts. It would also include experience in analyzing and evaluating the effects of changes in funding and program priorities on the District's budget. Experience must demonstrate independent ability in establishing and executing a budget, financial analysis and projection, FTE management, and financial statement audit requirements. The experience must also have included establishing and maintaining sound internal controls in the areas

of funds control, payment processing, property management, etc.

OR

Applicants also may qualify based on successful completion of the following education (submit college transcripts if qualifying based on education alone or a combination of education and experience).

For the GS-7, one full year of graduate level education which demonstrates the knowledge, skills, and abilities necessary to do Budget Analyst work, or a bachelor's degree with superior academic achievement (a 3.0 and above GPA, membership in one of the national scholastic honor societies, or a standing in the upper third of your graduating class or major subdivision).

For the GS-9, a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D.

For the GS-11, a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or an LL.M.

OR

Experience and education can be combined to meet the minimum qualification requirements. Experience and education should be computed as percentages of the overall requirements and must equal 100 percent when combined.

Applicants must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

EVALUATION METHODS: Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely

Acceptable experience. Failure to address the KSAs may result in a lower score.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Knowledge of accounting and auditing procedures and techniques to adequately maintain sound internal controls in the areas of funds control, payment processing, property management, etc. (Describe experience with internal controls and cost analysis methods to interpret data, etc.)
- 2) Knowledge of the principles of budgeting and fundamental accounting principles and techniques. (Describe experience performing budgetary functions, knowledge of a budget process, executing a budget, et.)
- 3) Skill in analyzing and evaluating budget and/or financial management data. (Describe experience which demonstrates application of policies and procedures, conflicting requirements, auditing experience, etc.)
- 4) Knowledge of microcomputer financial management applications and system development. (Describe experience in manipulating automated financial data. Specify type of system used, such as FMIS, etc.)
- 5) Ability to communicate orally and in writing in order to prepare reports and correspondence, provide management advice and/or resolve problems and discrepancies in financial or budget reports and transactions. (Describe your experience in oral and written communications - specifically dealing with performing duties in a budget or fiscal environment. Who was your audience? What type of information were you presenting? Give specific examples.)

HOW TO APPLY: Applications received under this announcement will be rated under merit staffing procedures only. Applicants must indicate on the application which grade level(s) they wish to be considered for. If not specified, he/she will be considered only for the highest grade qualified.

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an

SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

X Full name, mailing address, and day and evening phone numbers including area codes
X Social Security Number
X Country of citizenship (this position requires United States citizenship)
X Veterans' preference
X Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

X Names of high school attended, city, state, and zip code, date of diploma or GED
X Name of college and university attended, city, state, zip code
X Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
X Copy of college transcripts if the job vacancy requests it or if qualifying on the basis of education and/or a combination of education and experience.

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

X Job title (include series and grade if a Federal job)
X Duties and accomplishments
X Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
X Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

X Job-related training courses (title and year)

X Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
X Job-related certificates and licenses (current only)
X Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

OTHER DOCUMENTATION:

X A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)

X A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. **CTAP and ICTAP CANDIDATES:** To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above without veteran's preference points based upon the responses to the knowledge, skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP and ICTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please annotate the application to indicate that you are applying as a CTAP or ICTAP eligible. CTAP/ICTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

5. **VETERAN'S PREFERENCE:** Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit an Application

for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the Application for 10-Point Veteran Preference (SF-15).

OTHER INFORMATION: Applications must be received or postmarked no later than the closing date of this announcement. Failure to submit all required documents may result in a lower ranking in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine. Applications will not be accepted via e-mail or internet. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment. If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support this claim for eligibility will be required.

